Direct Deposit HR Partner

Contents

Purpose 1
Log in to the Employee Work Center 1
Add, Change, or Delete Accounts 1
Add Account 2
Change Account 3
Delete Account 4
Add Direct Deposit Account or Change Payment Elections 4
Add or Change Elections 5
Remove Elections 6
Link Help Desk Contact Information 6

Purpose

This is for an HR Partner to manage an employee's direct deposit information … add, change, or remove accounts and payment elections.

Log in to the Employee Work Center

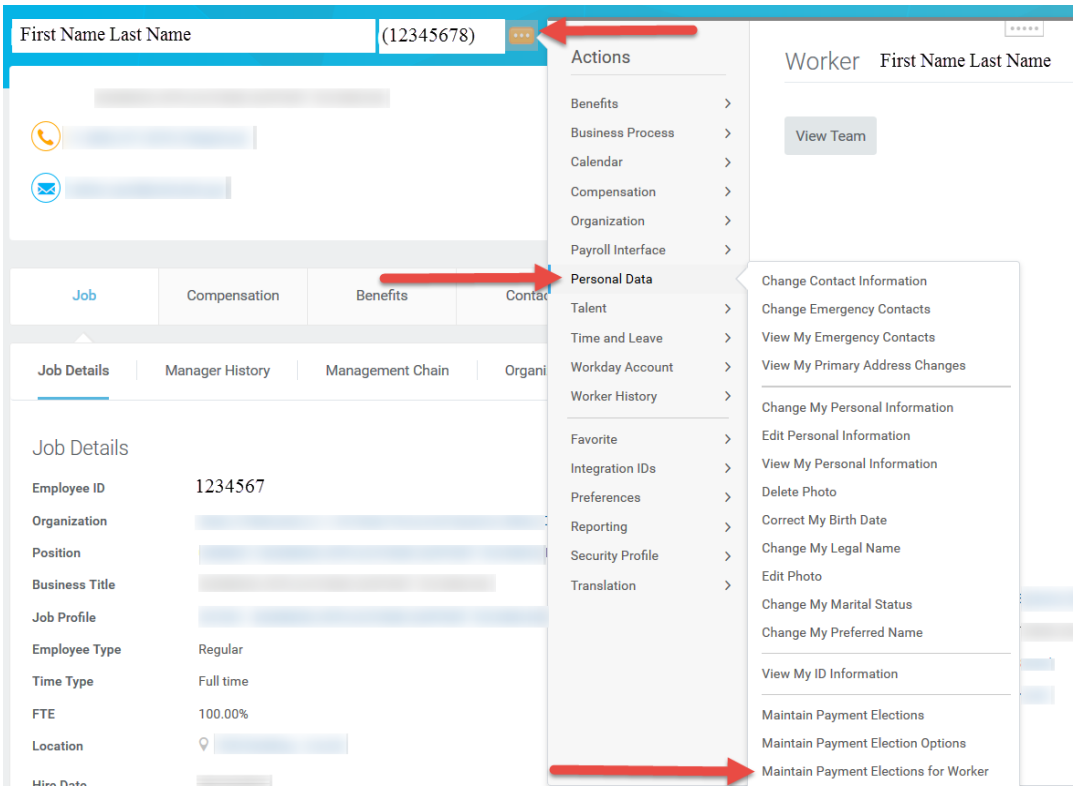
1. The Employee Work Center can be accessed from this page, http://link.nebraska.gov/.
2. Type your User Name, press tab and then type your password.
3. Click Sign In (or press Enter).

Add, Change, or Delete Accounts

NOTE: For direct deposit, be sure to add accounts prior to changing elections. If no payment elections exist, click Add Elections to set them up.

1. Type the employee's name or employee ID in the Search box, and click the employee record.
2. Click the Related Actions icon to the right of the employee's name.

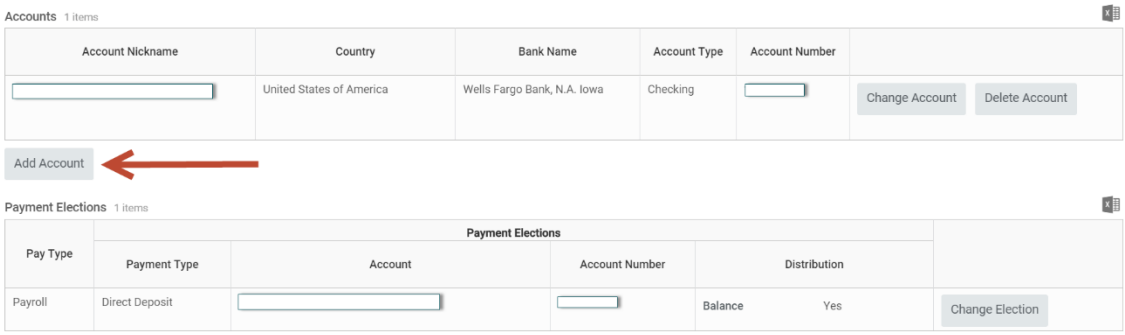
3. Select Personal Data > Maintain Payment Elections for Worker from the dropdown menu.



4. Continue to the next section based on the appropriate account action that needs to be taken (Add, Change, or Delete an account).

ADD ACCOUNT

1. Click Add Account. It is listed below any existing accounts you already have in the system … see red arrow below.



2. Enter the appropriate account information in each field.

   NOTE: The fields marked with a red asterisk (*) are required. The optional fields can be left blank if they do not apply or are unknown.

   a. Account Nickname (optional).

   b. Account Type – Select the appropriate account type (*).

   c. Bank Name (*).

   d. Routing Transit Number (*).

NOTE: The system will verify that the Routing Transit Number is valid.

e. Account Number (*).

f. Bank Identification Code (optional).

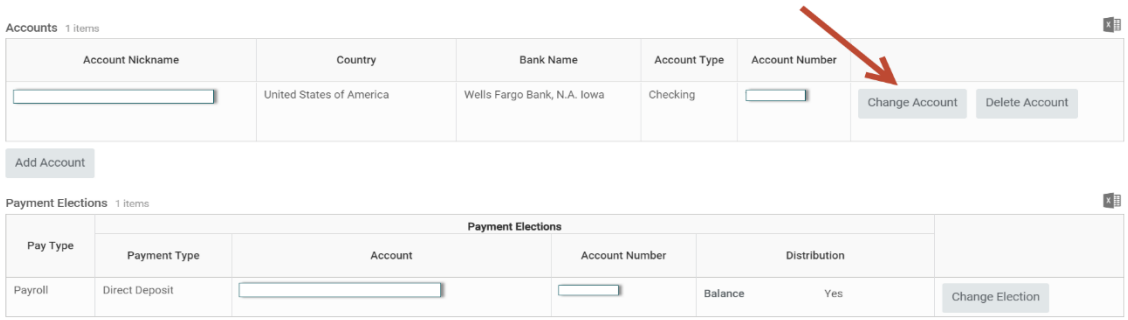
IMPORTANT: Please double-check (perhaps triple-check) all numbers to verify accuracy.

3. Click OK.

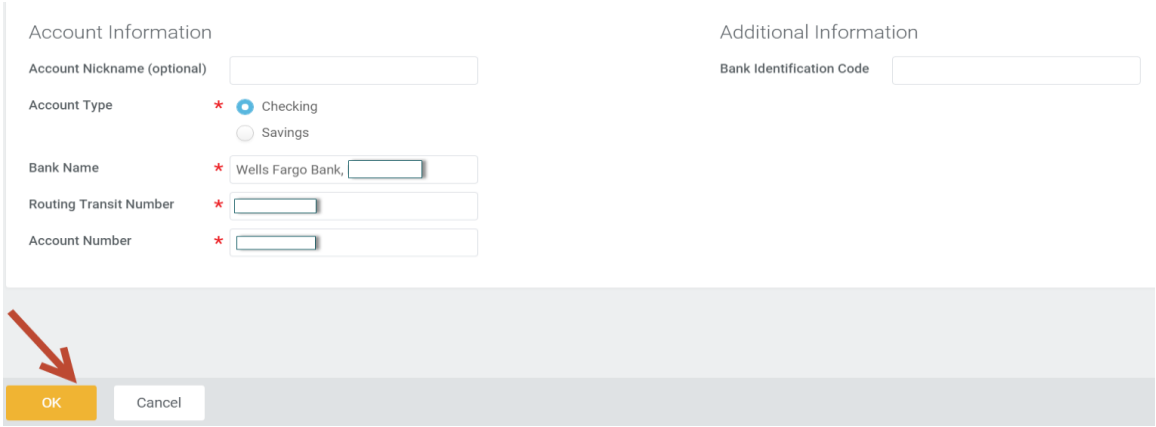
4. Continue to the [Add Direct Deposit Account or Change Payment Elections] section.

Change Account

1. Click Change Account for the specific account from the list that needs to be changed.



2. Change the existing account information.



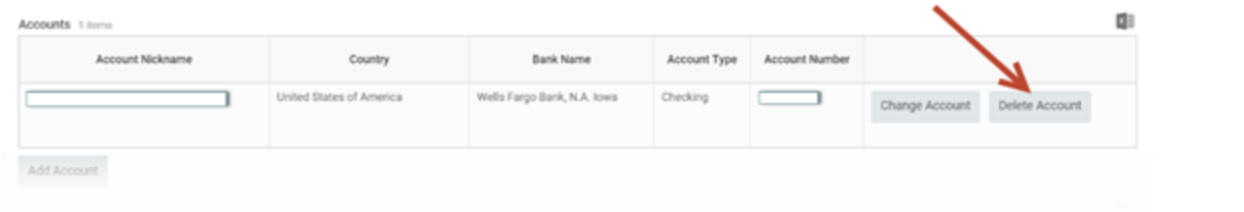
IMPORTANT: Please double-check (perhaps triple-check) all numbers to verify accuracy.

3. Click OK.

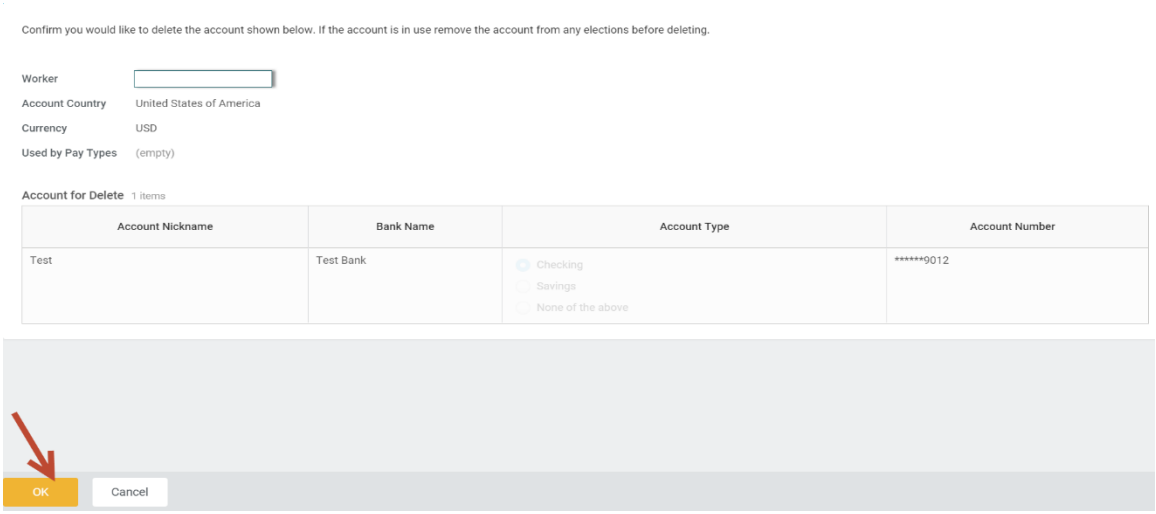
Delete Account

1. Click Delete Account from the Payment Elections screen.

   NOTE: There must be at least one account listed for direct deposit. If only one account is listed, it cannot be deleted.



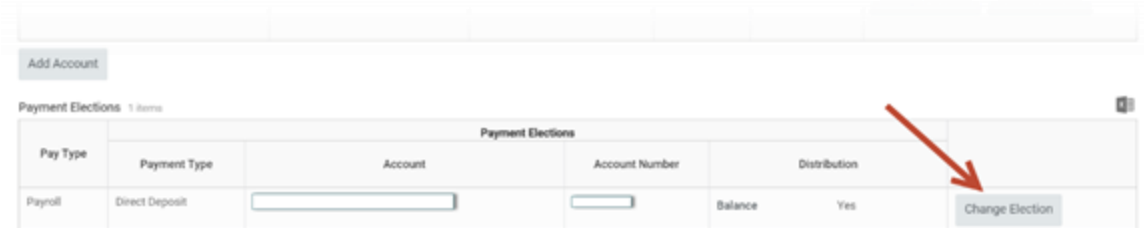
2. Review the Delete Bank Account information.



3. Click OK.

Add Direct Deposit Account or Change Payment Elections

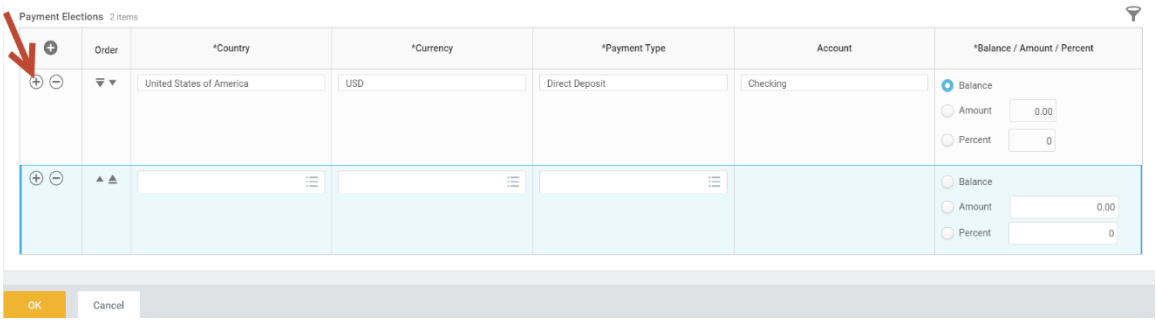
1. On the Payment Elections screen, scroll to the bottom, and click Change Election on the right side of the page.



2. On the next screen, accounts can be added or payment elections can be changed for direct deposit. Once one account has been added, the balance of the payroll check will be deposited into this account. If there is more than one account listed, elections must be changed. If you wish to have just the one account, click **Close.**

ADD OR CHANGE ELECTIONS

1. Click the plus sign (on the left side of the table) to add a row.

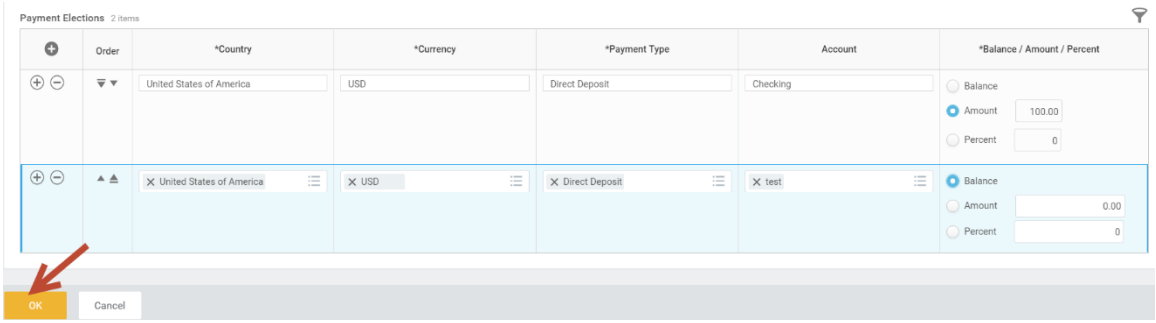


2. Complete the following fields:
   a. Country – only option is United States of America.
   b. Currency – defaults to USD when United States of America is selected.
   c. Payment Type – only option is Direct Deposit.
   d. Account – click the search prompt and select the account from the list of your previously entered accounts.
   e. Balance/Amount/Percent – enter how you want the payroll deposited into the specific account. Choose one of the following:
      i. If there is only one account listed, choose “Balance” to designate that the entire amount be deposited into the account (see NOTE below about Balance).
      ii. Choose “Amount” if a certain amount needs to go into this account (see NOTE below about Balance).
      iii. Choose Percent if you want a percentage to go into this account (see NOTE below about Balance).

      NOTE: If you have more than one Direct Deposit account, and you are entering dollar amounts for the deposits, the account that will get the balance must be indicated.

      1. To designate the balance, the "balance" account needs to be last in the list AND you need to click the “Balance” radio button for that item.
      2. If you are using percentages, the total for the percentages must add up to 100%.

3. After adding/changing the new direct deposit account, click OK.

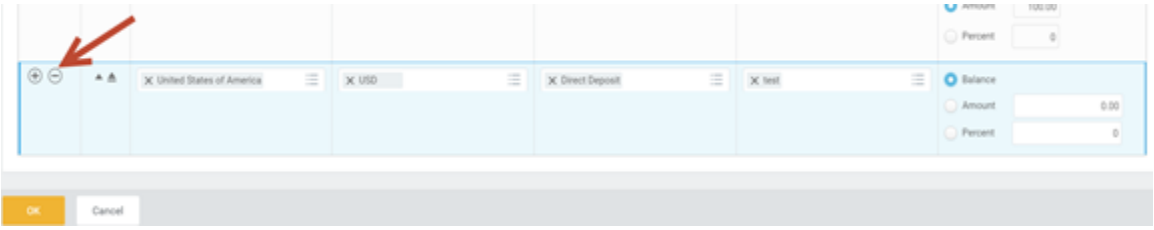


4. Click Close.

REMOVE ELECTIONS

1. To remove an account from the payment elections list, click the minus sign next to that account.

   NOTE: There must at least be one account listed on the Payment Elections page. If there will be only one account remaining after deleting another, then the remaining account must be set to Balance.



2. Click OK.
3. Click Close.

LINK HELP DESK CONTACT INFORMATION

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234